

~~SECRET~~
Security Information

TO : Chiefs, Field Bureaus

10 December 1953

FROM : Acting Chief, FBIS

SUBJECT: Letter of Instruction

GENERAL:

1. Work progressed satisfactorily on the new Santa Rosa station. At last report, progress toward completion was as follows: operations building, 42 per cent; antenna work, 97 per cent; auxiliary building, 95 per cent. Road work, fencing, and general site work are approximately 50 per cent completed. Underground power and water lines have not yet been installed.

2. Okinawa Bureau has taken possession of its new Club-Shelter-BOQ building.

3. Tokyo Bureau will move in December 1953 to new space in the Embassy Annex (Montetsu) building. Rental charges are estimated at less than half those of present quarters. No significant change in technical monitoring capacity will result.

4. A method was devised to enable field bureaus to keep accounts of funds which will serve as guidance in economical planning of expenditures. The system has been initiated at the East Coast Bureau and will be set up at other bureaus in the course of a field trip for this purpose by [redacted] of the FBIS administrative staff, during December and January.

50X1

5. A records management survey in FBIS headquarters under the auspices of the Agency's General Services Office is in progress. The survey will result in improved methods of record filing and disposition.

6. [redacted] former administrative officer, FBIS, assumed the position of Chief, Hokkaido Bureau, on 29 November 1953.

50X1

7. The Director of Central Intelligence, Mr. Allan W. Dulles, visited all sections of headquarters, FBIS, on 12 November 1953. All employees on duty were afforded an opportunity to meet him.

8. FBIS headquarters personnel contributed a total of \$1,000 to the Washington Community Chest campaign. This is an excellent showing.

9. Delay and perplexity have occasionally occurred at headquarters because of failure of field bureaus to include Washington as an information addressee on interbureau administrative communications concerning

SECRET

SECRET
Security Information

matters in which headquarters' interest existed or subsequently developed. Bureau chiefs are cautioned to consider the possibility of such interest in all instances, and in cases of doubt, to include headquarters as an information addressee. It will also be appreciated if the field calls to headquarters' attention any cases of failure to include appropriate information addressing in its own communications with the field.

OPERATIONS

1. The China CPW reports prepared at the Okinawa Bureau were discontinued effective 1 December 1953, after FBIS was advised that because of the principal consumer's own circumstances it was not possible to establish a workable system of dissemination which would have rendered these reports more valuable. At the same time the competence and co-operation of the Okinawa team in producing the reports were commended. The USSR CPW reports, formerly prepared in London, were discontinued several months ago.

2. [redacted] Editor, is undergoing special training in preparation for a propaganda analysis assignment at the Saigon Bureau, in support of special requirements in that area. His position will be in addition to the regular editorial positions at the bureau.

50X1

3. The German Bureau has initiated a press clipping and analysis service in support of local requirements under the supervision of [redacted], who was transferred from Foreign Documents Division for this assignment.

50X1

4. FBIS provided a special teletype wire service to the President's delegation during the three-power Bermuda Conference.

5. BBC plans to establish its Baltic area monitoring operation in Stockholm in December 1953. The project is subject to British review after four months operation, at which time an evaluation of the material secured in the light of costs involved is to be made.

6. With BBC concurrence the Mediterranean Bureau was authorized to exceed the thirty thousand word daily average file limitation previously applied. The bureau is now producing a file of significant material in excess of this figure.

7. FBIS has adopted a policy that any intercepted television program will be considered as radio broadcast information and treated as a regular radio intercept. Such interception is highly unlikely in the near future but it is deemed advisable to be prepared for such occurrence.

8. FBIS received an expression of appreciation from the South Asia Branch, Office of Current Intelligence, for the service performed by the FBID wire, Daily Report, and telephone advice on spot news. The texts of

SECRET
Security Information

official releases, speeches, laws, and decrees were stated to be invaluable to this branch, and in many instances the material furnished by FBID enabled the issuance of reports twenty-four to forty-eight hours ahead of any other U. S. Government reporting agency.

2. Reports reaching headquarters sometimes indicate more critical conditions in various areas than may be evident from sources available to the field. In Indonesia at the present time, in addition to three armed revolts in progress in Sumatra, South Moluccas, and Celebes, there is considerable dissension and internal strife in both the government and the army, and Communist infiltration has become marked. The Okinawa and West Coast Bureaus in particular are alerted in order that they may be prepared to augment coverage of Indonesia should circumstances indicate the need for it.

EDITORIAL COMMENT

All Bureaus

1. Major consumers have again expressed appreciation for negative statements concerning foreign, particularly Orbit, radio reaction to important events. Field FYI's on absence or paucity of Soviet, Satellite, or Peking comment on events which might be expected to elicit comment are always welcome as a basis for FYI's on the wire or Editors' notes in the Daily Report.

2. Due to the increasing importance of Soviet Regional coverage and to facilitate the use of this extremely valuable and generally well-handled material, it is contemplated that the Regional Service Section of the Daily Report will be broken down into four subdivisions to cover the indicated SSR's:

RSFSR

Western USSR:

Estonian
Karelo-Finnish
Latvian
Lithuanian
Byelorussian
Ukrainian
Moldavian

Transcaucasus:

Armenian
Azerbaijan
Georgian

SECRET
Security Information

Soviet Asia:

Kazakh
Kirghiz
Tadzhik
Turkmen
Uzbek

It would be appreciated if field bureaus would slug their regular briefs according to subdivisions (Not applicable to economic briefs). Comment and criticism on this plan will be welcome.

London Bureau

1. It is again emphasized that editors' notes describing omissions in copy must be explicit. Notations such as the following, which appeared in the body of a summary of a Warsaw commentary on the development of Soviet agriculture, inevitably provoke requests for clarification:

(Details of the Soviet collective farm organization and percentages showing postwar increases of crops and number of cattle, and so forth, contrasted with the slow development of Western European agriculture follow--Ed.)

If the figures cited are known to be already on record in earlier broadcast copy or an available document, the editor's note should specify the source. If there is a chance that the figure may be new, there is obviously no justification for filing an undocumented generalization.

2. Editors are reminded that messages should not contain more than one item, except in the case of briefs. Multiple-message items are broken up by Daily Report and wire editors, and it is not only difficult to identify the item later if a query to the field is necessary, but equally difficult for field editors to locate the item when no "I" number can be cited.

3. The monetary unit abbreviation KCS (koruna Ceskoslovenska) in Czech copy should always be expanded to koruna or the plural koruny.

4. TANYUG and AGERPRESS English copy still tends to arrive inadequately edited. A passage such as the second sentence below is hardly publishable. Granted TANYUG's own notoriously poor English, passages such as the following should either have been clarified with nouns replacing pronouns or eliminated entirely and the item filed as excerpts:

...Thus one also always heard, regarding the Trieste issue, "the Italians are always clamoring while the Yugoslavs are not blinded by emotion, and therefore Yugoslavia ought to yield." The

SECRET

SECRET
Security Information

commentator adds that what the Western statesmen think about Yugoslavia is all very well, but they think it unfair that they should only be the recipients of compliments, but should also counter with their own compliments.

If the sentence were essential to the item, and if it could not be deciphered editorially or if the poor English were in itself of significance, an (as broadcast--Ed.) note should have been included. In this case, however, deletion of the sentence would not have detracted from the value or continuity of the story.

RADIO PROPAGANDA BRANCH COMMENT

1. The Okinawa Bureau has occasionally filed dispatches from PRAVDA correspondents in China over the BAY 5 Peking channel to Moscow. It is requested that all such material, if not filed as regular copy, be mailed or filed attention Radio Propaganda Branch for comparison with the versions which later are transmitted by TASS and Radio Moscow. Such comparisons often yield evidence of current Moscow propaganda directives.

2. Bureaus are reminded of the continuing need for timely information on deviations from regular broadcast routines by Communist transmitters. Such departures as the discontinuance of commentaries in Moscow Indonesian broadcasts during October should be FYI'd at the earliest possible time. FYI's on special or unscheduled broadcasts, including a description of their content, are of immediate interest.

3. Branch contributions to national intelligence estimates were continued during the month with a report on East Germany.

4. A second report on Radio Volga Broadcasts to Soviet Troops, drafted by the London Bureau, was published. Other Radio Propaganda Reports drafted by the Bureau treated the Soviet iron shortage and Soviet road transport.

5. Also issued during the month were reports on Voroshilov's October Revolution anniversary speech, and the worker-peasant alliance.

PERSONNEL CHANGES

1. New Employees:



Chauffeur East Coast Bureau
Intelligence Officer German Bureau

50X1

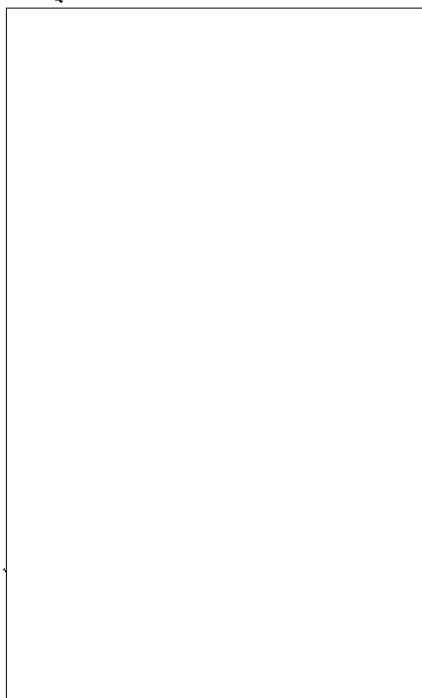
SECRET
Security Information

2. Separations:



50X1

3. Reassignments:



From

To

Fgn Brdcast Monitor
East Coast Bureau

Chief Monitor
Okinawa Bureau

Cruising Monitor
Mediterranean Bureau

Cruising Monitor
West Coast Bureau

Info Spec(Fgn Brdcast)
Okinawa Bureau

Info Spec(Fgn Brdcast)
Tokyo Bureau

Elec Eng(Radio)
West Coast Bureau

Elec Eng(Radio)
East Coast Bureau

Info Spec(Fgn Brdcast)
Tokyo Bureau

Info Spec(Fgn Brdcast)
Editorial Branch

Elec Eng(Radio)
Mediterranean Bureau

Elec Eng(Radio)
East Coast Bureau

Librarian
East Coast Bureau

Librarian
Departmental Hdqrs

50X1



50X1

50X1